



User Guide

for Public Trust Officer (PTO)

*Renewal Communities/Empowerment
Zones/Enterprise Communities (RC/EZ/EC)
Performance Measurement System
(PERMS) - C39*

U.S. Department of Housing and Urban Development

July 2002

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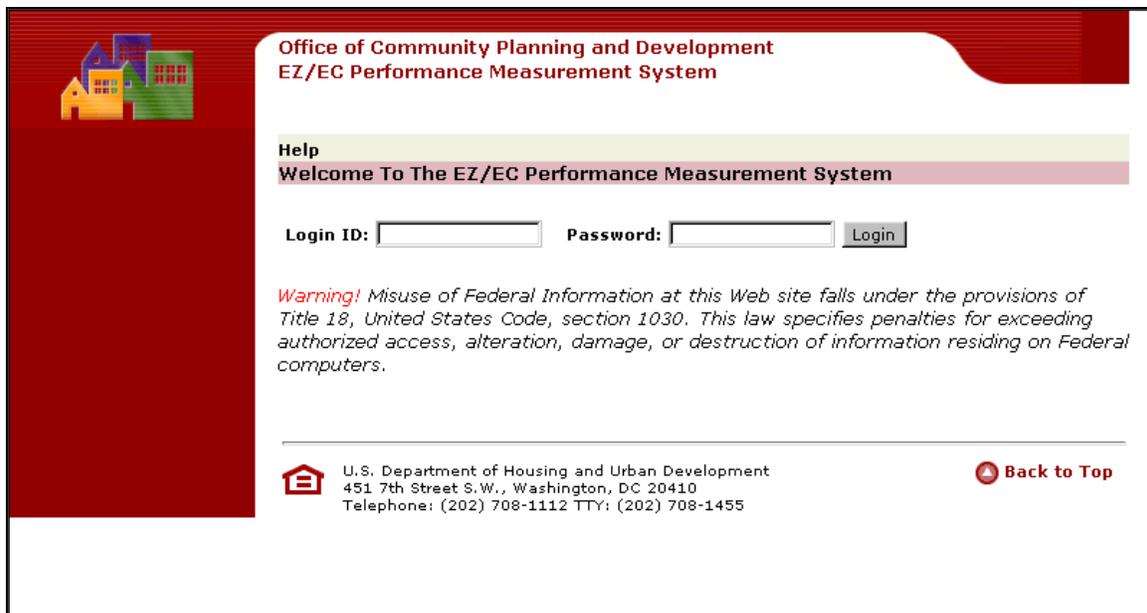
1 Introduction

The Public Trust Officer (PTO) staff is responsible for assessing whether designees are meeting the criteria established by the RC/EZ/EC program. The PERMS System guides the PTO through the assessment process of each of the following:

- Annual Report
- Implementation Plans
- Governance Report
- Overall Progress

2 Logging On

From the Login Screen you can enter the PERMS system.



The screenshot shows the login interface for the Office of Community Planning and Development's EZ/EC Performance Measurement System. The page has a red header with a house icon on the left. The main content area is white with a red border. It includes a 'Help' section with a 'Welcome To The EZ/EC Performance Measurement System' message. Below this is a login form with fields for 'Login ID:' and 'Password:', and a 'Login' button. A warning message is displayed below the form, stating: 'Warning! Misuse of Federal Information at this Web site falls under the provisions of Title 18, United States Code, section 1030. This law specifies penalties for exceeding authorized access, alteration, damage, or destruction of information residing on Federal computers.' At the bottom, there is a footer with the U.S. Department of Housing and Urban Development address and phone numbers, and a 'Back to Top' link.

- Enter you Login ID.
- Enter your password.
- Press **Login**. The following screen appears.

Performance Measurement System User Guide

Office of Community Planning and Development
EZ/EC Performance Measurement System
PTO - New Haven, CT

[Designee](#) | [Assessment](#) | [Search](#) | [Change Password](#) | [Help](#) | [Log out](#)

Select Designee

Page 1/1-9

Designee Name	StateCity	Type
aaa333		Empowerment Zone
aaaaa		Empowerment Zone
Akron, Ohio Enterprise Community	OH Akron	Enterprise Community
Albany, Georgia Enterprise Community	GA Atlanta	Enterprise Community
Albany-Schenectady-Troy, New York Enterprise Community		Enterprise Community
Albuquerque, New Mexico Enterprise Community	NM Albuquerque	Enterprise Zone, Supplemental
Atlanta, Georgia Empowerment Zone	GA Atlanta	Empowerment Zone
Baltimore, Maryland Empowerment Zone	MD Baltimore	Empowerment Zone
Birmingham, Alabama Enterprise Community	AL Birmingham	Enterprise Community
Boston, Massachusetts Enterprise Community/Empowerment Zone	MA Boston	Enhanced Enterprise Community/Empowerment Zone

(a-B) (B-C) (C-D) (E-J) (J-M) (M-N) (N-P) (P-S) (S-W)

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3 PTO Main Process

Once the login is complete, the Main PTO screen appears with the following submenus:

- Designee
- Assessment
- Search
- Change Password
- Help
- Logout

From this screen, the PTO must first select a designee to proceed. All Annual Reports and Implementation Plans are associated with this designee.

3.1 Selecting a Designee

- Press the Designee that you want to evaluate, the following screen appears.

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The screenshot displays the 'Office of Community Planning and Development EZ/EC Performance Measurement System' interface. On the left is a red sidebar with a house icon and navigation links: 'Designee', 'Select Designee', 'Implementation Plans', 'Annual Reports', and 'Assessment'. The main content area has a white header with the system name and 'PTO - New Haven, CT'. Below the header is a navigation bar with links: 'Designee', 'Assessment', 'Search', 'Change Password', 'Help', and 'Log out'. The current page title is 'Akron, Ohio Enterprise Community Designee Information'. The main content area lists designee details: Name (Akron, Ohio Enterprise Community), Address (100 Ohio River Parkway), City (Akron), State (OH), Zip (5788811), Phone (312-222-4444x129), Fax (312-333-2222), Email (river@aol.com), Date Designated (1/1/1994), Round Year (1994), HUD Status (De-designated), Type (Enterprise Community), and Grantee ID (39004200001). At the bottom, there is a U.S. Department of Housing and Urban Development contact information and a 'Back to Top' button.

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Akron, Ohio Enterprise Community
Designee Information

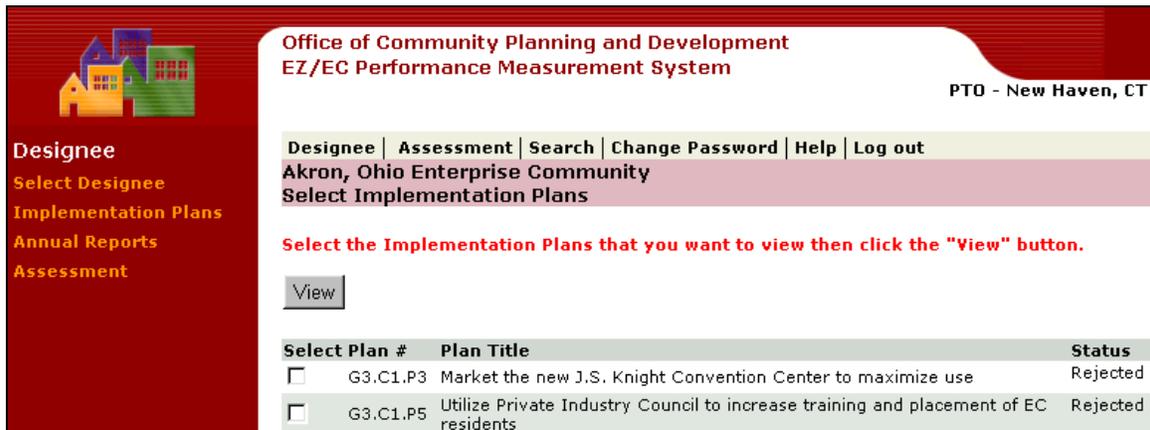
Name: Akron, Ohio Enterprise Community
Address: 100 Ohio River Parkway
City: Akron **State:** OH **Zip:** 5788811
Phone: 312-222-4444x129 **Fax:** 312-333-2222
Email: river@aol.com
Date Designated: 1/1/1994
Round Year: 1994
HUD Status: De-designated
Type: Enterprise Community
Grantee ID: 39004200001

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3.1.1 Viewing an Implementation Plan

- Press the Implementation Plans link on the left margin. The following screen appears.



The screenshot displays the 'Office of Community Planning and Development EZ/EC Performance Measurement System' interface. On the left is a red sidebar with a house icon and navigation links: 'Designee', 'Select Designee', 'Implementation Plans', 'Annual Reports', and 'Assessment'. The main content area has a white header with the system name and 'PTO - New Haven, CT'. Below the header is a navigation bar with links: 'Designee', 'Assessment', 'Search', 'Change Password', 'Help', and 'Log out'. The current page title is 'Akron, Ohio Enterprise Community Select Implementation Plans'. The main content area contains the instruction: 'Select the Implementation Plans that you want to view then click the "View" button.' Below this is a 'View' button. A table lists implementation plans with columns for 'Select Plan #', 'Plan Title', and 'Status'. Two plans are listed: G3.C1.P3 (Market the new J.S. Knight Convention Center to maximize use, Rejected) and G3.C1.P5 (Utilize Private Industry Council to increase training and placement of EC residents, Rejected).

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Akron, Ohio Enterprise Community
Select Implementation Plans

Select the Implementation Plans that you want to view then click the "View" button.

Select Plan #	Plan Title	Status
<input type="checkbox"/>	G3.C1.P3 Market the new J.S. Knight Convention Center to maximize use	Rejected
<input type="checkbox"/>	G3.C1.P5 Utilize Private Industry Council to increase training and placement of EC residents	Rejected

- Check the checkbox (es) for the Plan(s) that you want to review.
- Press **View**. The following screen appears.

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Designee
[Select Designee](#)
[Implementation Plans](#)
[Annual Reports](#)
[Assessment](#)

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Designee | Assessment | Search | Change Password | Help | Log out
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Akron, Ohio Enterprise Community
View Implementation Plan

Plan G3.C1.P5 Utilize Private Industry Council to increase train

Goal 3: Economic Opportunity
Category 1: Workforce Development
Plan 5: Utilize Private Industry Council to increase train

I. Baseline
 Program/Project Description: Develop skills of unemployed residents
 Baseline: Private Industry Council assists area residents, but does not track EC residents
 Proposed Outcome: Recruit 80 EC residents annually for training, resulting in 20 placements annually.
 HHS EZ Funds(Round I): \$0.00
 HUD EZ Funds(Round II): \$0.00
 Amount of HUD Round II EZ grant obligated to a subvendor by a signed contract or commitment letter: \$0.00
 Non-EZ/EC Grant Funds: \$599,908.00
 Total Budget: \$599,908.00
 Plan Status: Complete
 Review Status: Returned

II. Sources of Program Funds

A.	HHS EZ Funds (Round I):	\$0.00
B.	HUD EZ Funds (Round II):	\$0.00
	Amount of HUD Round II EZ grant obligated to a subvendor by a signed contract or commitment letter:	\$0.00
C.	Non-EZ/EC Grant Funds:	\$599,908.00

	Participating Entity (Non EZ/EC Grant Funds)	Private	Cash	In-Kind
1.		No	\$0.00	\$0.00
2.	JTPA (1996-1997)	No	\$126,380.00	\$0.00
3.	JTPA (1997 - 1998)	No	\$112,495.00	\$0.00
4.	JTPA (1998-1999)	No	\$121,033.00	\$0.00
5.	JTPA (1999 Summer Youth Employment)	No	\$150,000.00	\$0.00
6.	JTPA (1999-2000)	No	\$90,000.00	\$0.00
	Total		\$599,908.00	\$0.00

III. Uses of Program Funds

	Lead Implementing Entity		Amount
A.	Private Industry Council		\$599,908.00
	Total		\$599,908.00

IV. Status of Projected Milestones

Milestone(s)	Start Date	End Date
A. Hold quarterly meetings with PIC staff and Employment Services.	1/1/1996	6/1/1998
B. Contact economically disadvantaged youth and older workers.	1/1/1996	1/1/2006
C. Increase involvement of OBES in training program graduate placement.	1/1/1996	1/1/2006
D. Increase referrals to OBES for direct job placement for out of school youth.	1/1/1996	1/1/2006
E. Place 20 EC residents in employment	7/1/1996	6/30/1997
F. Recruit 80 residents for training and placement	7/1/1996	6/30/1997
G. Sign contract with Private Industry Council	10/31/1996	12/31/1996
H. Request OBES to provide list of resident job seekers	1/1/1997	1/1/2006
I. Contract with area training facilities to prepare EC residents for identified employers	1/1/1997	1/1/2006
J. Place 20 EC residents in employment	7/1/1997	6/30/1998
K. Recruit 80 EC residents for training and placement	7/1/1997	6/30/1998
L. Develop Website to advertise training and employment assistance opportunities (Summit / Medina Employment Training Connection)	1/1/1998	1/1/2000
M. Recruit 80 EC residents for training and placement	7/1/1998	6/30/1999
N. Place 20 EC residents in employment	7/1/1998	6/30/1999
O. Phase-out of PIC program and stewardship of duties by Summit County Dept. of Human Services.	1/1/1999	12/31/2000
P. Enroll 200 EC youth in 1999 PIC Summer Youth Employment and Training Program	3/1/1999	6/1/1999
Q. Recruit 80 EC residents for training and placement	7/1/1999	6/30/2000
R. Place 20 EC residents in employment	7/1/1999	6/30/2000

V. Progress Towards Projected Outputs

Outputs	Projected
A. Job Training	
1. Number of EZ/EC residents trained	320
2. Number of EZ/EC resident trainees placed in jobs	80
B. Job Match	
C. Job Fairs	
D. Other Workforce Development Programs	
1. Number of youth programs	1
2. Number of EZ/EC youths served	200



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3.1.2 Viewing an Annual Report

- Select the Annual Reports link. The following screen appears.

The screenshot shows the 'Office of Community Planning and Development EZ/EC Performance Measurement System' interface. The left sidebar contains a navigation menu with 'Designee' selected. The main content area displays the title 'Akron, Ohio Enterprise Community Annual Reports' and a table of reports. A 'Printable Annual Report' link is visible in the top right.

Year	Submission Date	Status
2003		In Progress
2002	5/7/2002 9:56:15 AM	Approved
2001	9/12/2001	Approved
2000	11/14/2000 8:19:06 AM	Approved
1999	4/10/2002 11:58:19 AM	Submitted
1998	7/29/1999 8:27:19 AM	Approved

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- Choose the Year link for the Report that you want to view. The following screen appears.

The screenshot shows the 'Akron, Ohio Enterprise Community (1999) Annual Report Summary' page. The left sidebar shows 'Annual Reports' selected. The main content area displays the title and a list of executive summary links. A 'Printable Annual Report' link is visible in the top right.

Executive Summary

- [Strategic Vision For Change](#)
- [Community-Based Partnership](#)
- [Economic Opportunity](#)
- [Sustainable Community Development](#)
- [Tax Incentive Utilization Plan](#)
- [Other Considerations](#)

Governance Report

- [Governance Board Report](#)
- [Governance Contacts](#)

Implementation Plans

Plan #	Plan Title
G3.C1.P2	Establish Polymer Training Program for EC residents and employees of EC businesses
G3.C1.P3	Market the new J.S. Knight Convention Center to maximize use
G3.C1.P4	Business Contact Program

- Press one of the Executive links to view an Executive Summary. The following screen appears.

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Akron, Ohio Enterprise Community (1999)
Annual Report - Community Based Partnerships

AKRON ENTERPRISE COMMUNITY
July 1, 1998-June 30, 1999

I. Community Based Partnership

A. EC NETWORK ACTIVITY

The Enterprise Community Network met every two months during the program period. An ad hoc Program committee met during the spring to consider reallocation of funding from the amount originally presented in the application for Child Care subsidy and Recruitment and Training. This committee recommended to the Network that funds be reserved for the recruitment and training activity taken over by Info Line's Child Care Connection to enable a second year of operation. Additional child care activity was approved for the YWCA (discussed below) as well as child oriented service activities of the Boys and Girls Club, Black Inner City Educational Excellence (BICEE) and Akron Unified. As part of this same recommendation, the committee recommended, with Network concurrence, that funds be reserved for the fifth year of the School Service Center program with the Akron Public Schools, the first and largest funding initiative of the City's Enterprise Community program.

New Network board members joining during this period were Pat Munka, Downtown Akron Partnership, and Bernet Williams, Akron Community Service Center and Urban League.

B. NEW ASSOCIATIONS

1. An important aspect of the EC Network is the opportunity for different elements of the EC program to make new connections with each other. A new collaboration with the Sebert Training program included the Family Loan program, an EC funded activity which offers low cost loans for job-related transportation needs, and the Generations program of the Akron Health Department (also EC funded), which presented program participants with health education related to nutrition and lifestyle which improve health and productivity and reduce absenteeism.
2. A significant effort involving the EC Network and expanded representatives of the community was the preparation of the City's Empowerment Zone application. Drawing on the collaboration developed from the initial application and the four years of activity of the EC program, the City and its partners held numerous meetings during the summer and early fall involving over a hundred participants. The initiative further developed ideas begun during the EC program, and a significant number of exciting, new proposals for economic development, enhanced regional cooperation and educational initiatives. Although unsuccessful in securing EZ designation, this activity furthered the collaborative spirit developed within the EC program and laid the groundwork for new initiatives and a community sense of purpose. This effort was boosted when the City hosted a visit by Andrew Cuomo, Secretary of Housing and Urban Development, at Landmark Plastics in the EC in July, 1998, who praised the City and its EC program.
3. The Summit Medina Training Consortium, associated with the Private Industry Council, agreed to utilize unspent resources to provide Internet service to several locations within the EC.

C. APPROVAL OF APPLICATIONS

1. The Network approved an application by the City of Akron on behalf of the East Akron Neighborhood Development Corporation(EANDC) to the U.S. Department of Housing and Urban Development for an Economic Development Initiative grant to support the development of a grocery store in the EC within the Middlebury area of Akron (see below).
2. The Network approved an application by the Akron Metropolitan Housing Authority in 1998 to the U. S. Department of Housing and Urban Development for the HOPE 6 program for the Elizabeth Park Homes. Only the demolition portion of the project was approved.
3. In January, 1999, the Network approved an application by the Westside Neighborhood Development Corporation (WENDCO) to the Ohio Department of Development for a First Time Home Buyer Education and Down Payment Assistance Program.

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- Press Governance Report to view the Governance Report link. The following screen appears.

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Designee
Select Designee
Implementation Plans

Annual Reports

- Report Summary
- Strategic Vision
- Community Partnerships
- Economic Opportunity
- Community Development
- Tax Incentive
- Other Accomplishments
- Governance Board
- Governance Contact

Assessment

Main Governing Body

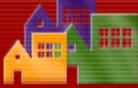
The meetings were open to the public. The main governing body met 6 times during the year. 35 % of the members are residents of the EZ/EC. The governing body operates with subcommittees. Subcommittee meetings are closed to the public. Subcommittees met a total of 2 times during the year.

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- Press the Governance Contact List to see a list of contacts. The following screen appears.

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Designee

Select Designee

Implementation Plans

Annual Reports

- Report Summary
- Strategic Vision
- Community Partnerships
- Economic Opportunity
- Community Development
- Tax Incentive
- Other Accomplishments
- Governance Board
- Governance Contact

Assessment

[Designee](#) | [Assessment](#) | [Search](#) | [Change Password](#) | [Help](#) | [Log out](#)

Akron, Ohio Enterprise Community Governance Contact

Name	Title	Phone	Email
Lt. Paul Calvaruso	Akron Police Dept.	330-375-2390	
Mr. Bob Labbe	Family Services		
Mr. Brent Hendren	City of Akron Office of Economic Development	3303752133	hendrbr@ci.akron.oh.us
Mr. Dan Calantrone	Akron Regional Development Board	330-376-5550	
Mr. Greg Ervin	Akron Health Dept.	330-375-2960	
Mr. John Valle	Akron City Council	330-375-2256	
Mr. Larry Wallerstein	Children's Services Board	3303792023	
Mr. Malcolm Costa	Akron / Summit Community Action Agency	3309964200	
Mr. Mike Dowdell	National City Bank		
Mr. Richard Haas	H & H Machine		
Mr. Rick Reddicord	United Food and Commercial Workers Union		
Mr. Warren Woolford	Dept. of Planning and Urban Development	3303752090	
Mr. William Beisel	University of Akron Dept. of Continuing Education	3309726372	wbeisel@uakron.edu
Ms. Bernet Williams	Urban League	3304343101	
Ms. Cathy Tilden	East Akron Community house		
Ms. Cheryl Wesley Tanner	Project AGAPE		
Ms. Daisy Alford Smith	Dept. of Human Services		
Ms. Deborah Pruitt	Practical People	3305356601	
Ms. Effie Stewart	Akron Housing Network	3303769636	
Ms. Ethel Chambers	Board Member	330-253-7458	EChamb7@aol.com
Ms. Idessa Williams	Southwest Akron Block Club		
Ms. Jacqueline Silas-Butler	Caring Communities of Summit County	3307611621	silasbutler@neo.rr.com
Ms. Janice Sturkey	Board President		janiceakron@hotmail.com
Ms. Joann Robb	Akron Public Schools	3307611661	
Ms. Kathy Beers	Resident		
Ms. Kathy Wilkins	Arch Street Block Club	3306030147	
Ms. Nancy Clem	Polymer Training Center	3303748625	
Ms. Pam Hawkins	Akron Metropolitan Housing Authority	3303769717	
Ms. Pat Munka	Downtown Akron Partnership	3307629550	
Ms. Sandra Auburn	Akron Regional Development Board		
Ms. Virginia Coleman	United Neighborhood Organization		
Rev. Duane Crabbs	South Street Ministries		

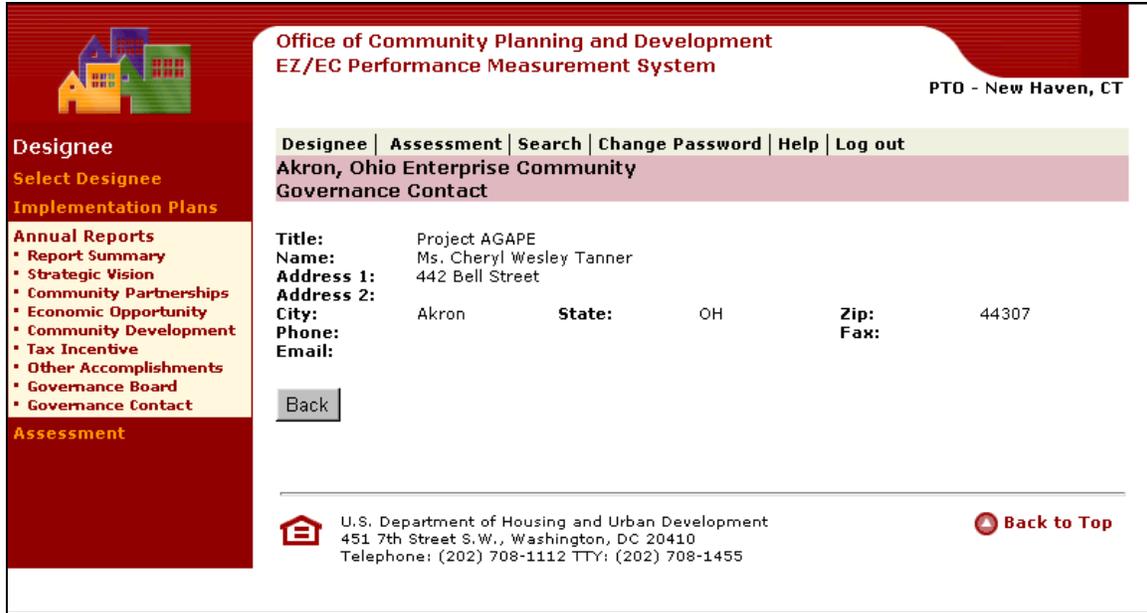


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- Press the link for the Contact that you want to see. The following screen appears.

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The screenshot displays the Performance Measurement System interface. At the top, it identifies the user as 'PTO - New Haven, CT' and the system as 'Office of Community Planning and Development EZ/EC Performance Measurement System'. A navigation bar includes links for 'Designee', 'Assessment', 'Search', 'Change Password', 'Help', and 'Log out'. The current page is titled 'Akron, Ohio Enterprise Community Governance Contact'. The main content area lists contact information for 'Project AGAPE' with the following details: Name: Ms. Cheryl Wesley Tanner, Address 1: 442 Bell Street, City: Akron, State: OH, Zip: 44307. There are fields for Phone and Fax, and an 'Email:' label. A 'Back' button is located below the contact information. The footer contains the U.S. Department of Housing and Urban Development address and contact information, along with a 'Back to Top' button.

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[Designee](#) | [Assessment](#) | [Search](#) | [Change Password](#) | [Help](#) | [Log out](#)

Akron, Ohio Enterprise Community
Governance Contact

Title: Project AGAPE
Name: Ms. Cheryl Wesley Tanner
Address 1: 442 Bell Street
Address 2:
City: Akron **State:** OH **Zip:** 44307
Phone:
Fax:
Email:

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- Press the link for the Implementation Plan that you want to review. The following screen appears.

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Designee
[Select Designee](#)
[Implementation Plans](#)
[Annual Reports](#)
[Assessment](#)

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Akron, Ohio Enterprise Community
View Implementation Plan

Plan G3.C1.P5 Utilize Private Industry Council to increase train

Goal 3: Economic Opportunity
Category 1: Workforce Development
Plan 5: Utilize Private Industry Council to increase train

I. Baseline
 Program/Project Description: Develop skills of unemployed residents
 Baseline: Private Industry Council assists area residents, but does not track EC residents
 Proposed Outcome: Recruit 80 EC residents annually for training, resulting in 20 placements annually.
 HHS EZ Funds(Round I): \$0.00
 HUD EZ Funds(Round II): \$0.00
 Amount of HUD Round II EZ grant obligated to a subvendor by a signed contract or commitment letter: \$0.00
 Non-EZ/EC Grant Funds: \$599,908.00
 Total Budget: \$599,908.00
 Plan Status: Complete
 Review Status: Returned

II. Sources of Program Funds

A.	HHS EZ Funds (Round I):	\$0.00	
B.	HUD EZ Funds (Round II):	\$0.00	
	Amount of HUD Round II EZ grant obligated to a subvendor by a signed contract or commitment letter:	\$0.00	
C.	Non-EZ/EC Grant Funds:	\$599,908.00	
	Participating Entity (Non EZ/EC Grant Funds)		
		Private	Cash In-Kind
1.	JTPA (1996-1997)	No	\$0.00 \$0.00
2.	JTPA (1997 - 1998)	No	\$126,380.00 \$0.00
3.	JTPA (1997 - 1998)	No	\$112,495.00 \$0.00
4.	JTPA (1998-1999)	No	\$121,033.00 \$0.00
5.	JTPA (1999 Summer Youth Employment)	No	\$150,000.00 \$0.00
6.	JTPA (1999-2000)	No	\$90,000.00 \$0.00
	Total		\$599,908.00 \$0.00

III. Uses of Program Funds

	Lead Implementing Entity		Amount
A.	Private Industry Council		\$599,908.00
	Total		\$599,908.00

IV. Status of Projected Milestones

Milestone(s)	Start Date	End Date
A. Hold quarterly meetings with PIC staff and Employment Services.	1/1/1996	6/1/1998
B. Contact economically disadvantaged youth and older workers.	1/1/1996	1/1/2006
C. Increase involvement of OBES in training program graduate placement.	1/1/1996	1/1/2006
D. Increase referrals to OBES for direct job placement for out of school youth.	1/1/1996	1/1/2006
E. Place 20 EC residents in employment	7/1/1996	6/30/1997
F. Recruit 80 residents for training and placement	7/1/1996	6/30/1997
G. Sign contract with Private Industry Council	10/31/1996	12/31/1996
H. Request OBES to provide list of resident job seekers	1/1/1997	1/1/2006
I. Contract with area training facilities to prepare EC residents for identified employers	1/1/1997	1/1/2006
J. Place 20 EC residents in employment	7/1/1997	6/30/1998
K. Recruit 80 EC residents for training and placement	7/1/1997	6/30/1998
L. Develop Website to advertise training and employment assistance opportunities (Summit / Medina Employment Training Connection)	1/1/1998	1/1/2000
M. Recruit 80 EC residents for training and placement	7/1/1998	6/30/1999
N. Place 20 EC residents in employment	7/1/1998	6/30/1999
O. Phase-out of PIC program and stewardship of duties by Summit County Dept. of Human Services.	1/1/1999	12/31/2000
P. Enroll 200 EC youth in 1999 PIC Summer Youth Employment and Training Program	3/1/1999	6/1/1999
Q. Recruit 80 EC residents for training and placement	7/1/1999	6/30/2000
R. Place 20 EC residents in employment	7/1/1999	6/30/2000

V. Progress Towards Projected Outputs

Outputs	Projected
A. Job Training	
1. Number of EZ/EC residents trained	320
2. Number of EZ/EC resident trainees placed in jobs	80
B. Job Match	
C. Job Fairs	
D. Other Workforce Development Programs	
1. Number of youth programs	1
2. Number of EZ/EC youths served	200

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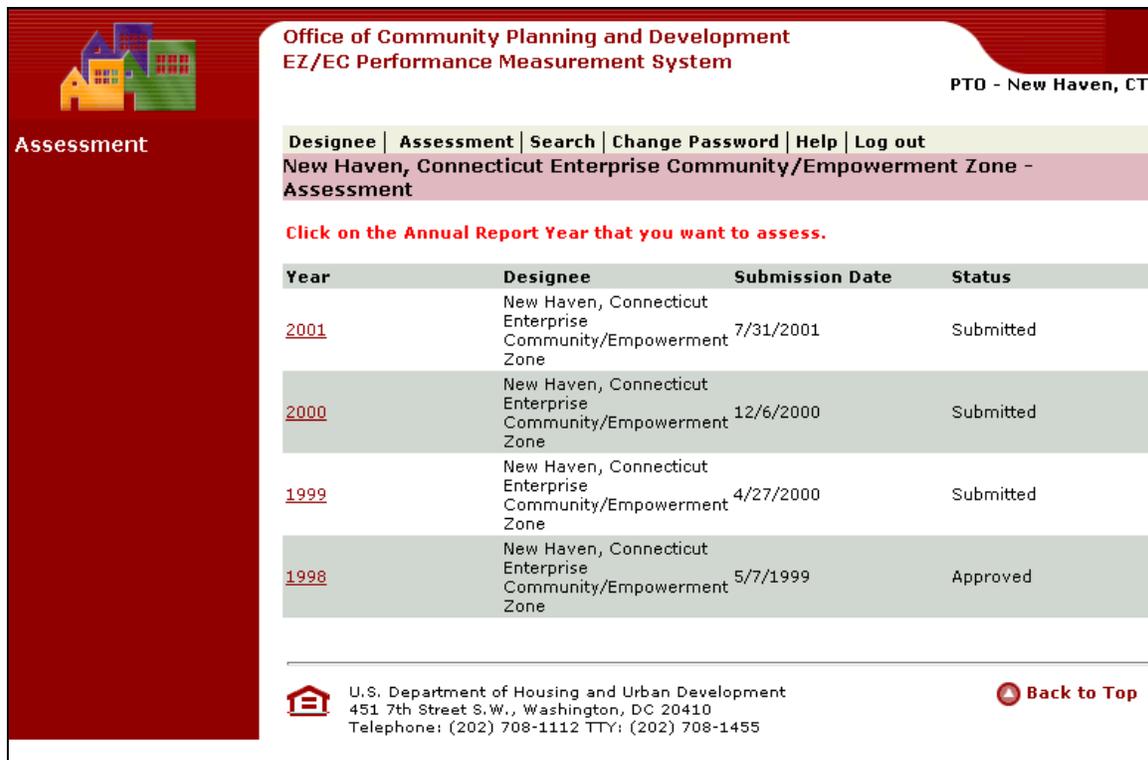
4 Assessing a Designee

You can access the Assessment screen in one of two ways.

If the Designee you selected was assigned to you for PTO Assessment, then you will see a list of the Annual Reports available for Assessment. If the selected Designee is not assigned to you, you may view the Implementation Plans and Annual Reports but not process the Assessment.

- Assessment Summary
- View Annual Report
- Executive Summary
- Governance Summary
- Implementation Plan Progress
- Overall Progress

You can also access the Assessment screen by pressing the Assessment tab. The following screen appears.



Office of Community Planning and Development
EZ/EC Performance Measurement System
PTO - New Haven, CT

[Designee](#) | [Assessment](#) | [Search](#) | [Change Password](#) | [Help](#) | [Log out](#)

New Haven, Connecticut Enterprise Community/Empowerment Zone - Assessment

Click on the Annual Report Year that you want to assess.

Year	Designee	Submission Date	Status
2001	New Haven, Connecticut Enterprise Community/Empowerment Zone	7/31/2001	Submitted
2000	New Haven, Connecticut Enterprise Community/Empowerment Zone	12/6/2000	Submitted
1999	New Haven, Connecticut Enterprise Community/Empowerment Zone	4/27/2000	Submitted
1998	New Haven, Connecticut Enterprise Community/Empowerment Zone	5/7/1999	Approved

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This screen contains the following columns:

- Annual Report Year
- Designee
- Submission Dates
- Status

The screen lists all Designees that have submitted Annual Reports who are assigned to you.

- Press the link for the year/designee that you want to assess.

The Assessment Summary Screen follows.

Performance Measurement System User Guide



Assessment

- [Select Report Year](#)
- [Assessment Summary](#)
- [View Annual Report](#)
- [Executive Summary](#)
- [Governance Board](#)
- [Implementation Plans](#)
- [Overall Progress](#)

Office of Community Planning and Development EZ/EC Performance Measurement System

PTO - New Haven, CT

[Designee](#) | [Assessment](#) | [Search](#) | [Change Password](#) | [Help](#) | [Log out](#)

[Printable Version](#)

New Haven, Connecticut Enterprise Community/Empowerment Zone (2000) Assessment Summary

Annual Report Sections	Assessment
Executive Summary Overall	Not Available
Community-Based Partnerships	Adequate
Economic Opportunity	Adequate
Community Development	Adequate
Tax Incentive Plan	Adequate
Other Accomplishments	Adequate

Governance Assessment

Governance Board	Adequate
----------------------------------	----------

Approved Implementation Plans

Plan #	Title	Assessment
G2.C1.P1	Empowerment Zone Governance Structure	Adequate
G2.C1.P2	Empower New Haven, Inc.: Administration of the New Haven's E	Adequate
G2.C2.P1	EC Governance Structure and Administrative Office	Adequate
G2.C2.P3	Staff Empower New Haven	Adequate
G2.C2.P4	EZ Neighborhood Worker Project	Inadequate
G2.C2.P5	Host and convene the Newhallville Neighborhood Summit	Adequate
G2.C2.P6	Enroll 8 EC residents in approved grantwriting seminars	Adequate
G2.C2.P7	Provide administrative funds for Dixwell EC/Neighborhood Imp	Adequate
G3.C1.P1	The ACES Collaborative .	Adequate
G3.C1.P2	Create a YOUTHBUILD program to enhance employment credential	Adequate
G3.C1.P3	Creation of Skin & Nail Care Training Program	Adequate
G3.C1.P6	Establish Summer Jobs for Youth Program 1997&1998	Adequate
G3.C1.P7	Create a Computer Assembly Workshop Program	Adequate
G3.C1.P8	Expand Career High School	Adequate
G3.C1.P9	Establish the West Rock Neighborhood Computer Training Netwo	Inadequate
G3.C1.P11	Culinary Arts Training Program	Adequate
G3.C1.P13	Establish Youth Fair Chance	Adequate
G3.C1.P14	Establish an Entrepreneurial Training Program at Gateway Comm	Adequate
G3.C1.P15	Establish a Construction Training Program	Adequate
G3.C1.P16	Create RHEAP	Adequate
G3.C1.P17	Summer Jobs 1999	Adequate
G3.C1.P18	Establish Urban Solutions	Adequate
G3.C1.P19	Create Springside Farms Youth Work Program	Adequate
G3.C1.P21	Create Minority Worker Training Program	Adequate
G3.C1.P22	Establish greater New Haven Retail Academy	Adequate
G3.C1.P23	EZ Construction Training Apprenticeship Program	Adequate
G3.C1.P25	EZ Outreach, Assessment, Placement and Retention Services	Adequate
G3.C1.P26	Customized Training	Adequate
G3.C1.P27	EZ Summer Youth Employment for 83 Empowerment Zone Youth	Adequate
G3.C1.P28	Expand outreach of existing Computer Assembly Workshop Progr	Adequate
G3.C1.P29	Create Hospitality Training Program	Adequate
G3.C1.P30	Create Manufacturing Training Program	Inadequate
G3.C2.P1	Open Shaws Supermarket in EC	Adequate
G3.C2.P2	Foodtech Expansion	Adequate
G3.C2.P5	Improve streetscapes in DixwellCommercial Business District.	Adequate
G3.C2.P6	Create four star Omni Hotel	Adequate
G3.C2.P7	Hardy Press	Adequate
G3.C2.P12	Establish a Business Resource Center in the EC	Adequate
G3.C3.P6	Create HUD 108 Loan Program through NH Office of Business De	Adequate
G4.C1.P2	New Life Corporation	Adequate
G4.C2.P1	Establish Weed & Seed Initiative in Fair Haven	Adequate
G4.C2.P2	Establish Safe Night	Adequate
G4.C2.P3	Dwight Central Management Team	Adequate
G4.C3.P2	Improve West River Commercial Business District	Adequate
G4.C3.P4	Establish a Regional Growth Partnership to provide enhanced	Adequate
G4.C3.P5	Develop six strategic neighborhood plans.	Adequate
G4.C3.P6	EZ Neighborhood Plans	Adequate
G4.C4.P5	Cleanup Truman Street site	Adequate
G4.C4.P6	Cleanup vacant contaminated site for commercial use	Inadequate
G4.C6.P1	Wexler & Grant Elementary School -Math/ Science Curricul	Adequate
G4.C6.P2	Create Gateway Early Childhood Certification Program	Adequate
G4.C6.P3	Create Jackie Robinson Project	Adequate
G4.C6.P5	Create EZ Laptop Computer Pilot for fifth graders	Adequate
G4.C6.P6	Create All Our Kin	Adequate
G4.C7.P2	Provide Leadership & skills-building workshops; goal ori	Inadequate
G4.C7.P3	Create Urban Fellows Program	Inadequate
G4.C7.P5	Establish Youth Development Training Resource Center	Adequate
G4.C7.P7	Create Project Safe to coordinate GED youth services for out	Adequate
G4.C8.P2	Provide administrative funds for outreach to NewhallvilleEC	Adequate
G4.C8.P3	Create Daedreams Musical Production Mentoring Project, usin	Adequate

Total Plans: 60 Reviewed: 60 Making Progress: 54 Not Making Progress: 6

Overall Progress Assessment

Overall Assessment: Adequate

Final: **Yes**

Public Trust Officer: Gary Reisine

Phone Number: (860)240-4800 x3070

Email Address: gary_r_reisine@hud.gov



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4.1 Assessment Summary

You can move to any part of the Annual Report for assessment by pressing the appropriate link. You can also see which sections have already been evaluated and which need to be entered. The hyperlinked sections follow:

- Executive Summary Overall
- Community-Based Partnerships
- Economic Opportunity
- Sustainable Community Development
- Tax Incentive Utilization Plan
- Other Accomplishments
- Governance Board Report
- Implementation Plans
- Overall Assessment

4.2 Assessing an Annual Report

- Press Executive Summary Overall to make your Assessment. The following screen appears.

Performance Measurement System User Guide

The screenshot shows the 'Office of Community Planning and Development EZ/EC Performance Measurement System' interface. The header includes 'PTO - New Haven, CT'. A navigation bar contains links for 'Designee', 'Assessment', 'Search', 'Change Password', 'Help', and 'Log out'. The main title is 'New Haven, Connecticut Enterprise Community/Empowerment Zone (2001) Executive Summary Overall Assessment'. The 'Assessment' section has two radio buttons: 'Adequate' (selected) and 'Inadequate'. Below is a large text area for 'Comments'. A 'Next' button is at the bottom left. The footer contains the U.S. Department of Housing and Urban Development address and a 'Back to Top' button.

- Check the Adequate or Inadequate on the appropriate Radio Button.
- Enter Comments in the narrative field.
- Press **Next**. The following screen appears.

The screenshot shows the confirmation screen after saving the assessment. The header and navigation bar are the same as the previous screen. The main title is 'New Haven, Connecticut Enterprise Community/Empowerment Zone (2001) Executive Summary Overall Assessment'. A red text box contains the instruction: 'To save your assessment, click the "Next" button. To return to the edit screen, click the "Back" button.' The 'Assessment' section now shows 'Inadequate' selected. The 'Comments' section contains the text: 'The executive summaries require more detail.' Below the comments are 'Back' and 'Next' buttons. The footer is the same as the previous screen.

- Press **Next** to save changes.

Performance Measurement System User Guide

Each of the following hyperlinks in the Annual Report section contains similar Assessment windows. You can navigate each of these assessments in the same way.

- Community-Based Partnerships
 - Economic Opportunity
 - Sustainable Community Development
 - Tax Incentive Utilization Plan
 - Other Accomplishments
- Press the link for the Annual Report sections that you want to assess. A screen similar to the following appears.

The screenshot shows a web application interface for the Office of Community Planning and Development. The header includes the title 'Office of Community Planning and Development EZ/EC Performance Measurement System' and the location 'PTO - New Haven, CT'. A navigation bar contains links for 'Designee', 'Assessment', 'Search', 'Change Password', 'Help', and 'Log out'. The main content area is titled 'New Haven, Connecticut Enterprise Community/Empowerment Zone (2001) Community Based Partnerships'. It features a text area with a description of the Empowerment Zone's operations, followed by an 'Assessment' section with radio buttons for 'Adequate' and 'Inadequate' (the latter is selected). Below this is a 'Comments:' section with a large text input field. A 'Next' button is located at the bottom of the form. The footer contains contact information for the U.S. Department of Housing and Urban Development and a 'Back to Top' link.

- Check the Adequate or Inadequate on the appropriate Radio Button.
- Enter Comments in the narrative field.

Performance Measurement System User Guide

- Press **Next**. The following screen appears.

The screenshot displays the Office of Community Planning and Development's EZ/EC Performance Measurement System. The page title is "PTO - New Haven, CT". A navigation menu includes "Designee", "Assessment", "Search", "Change Password", "Help", and "Log out". The current page is titled "New Haven, Connecticut Enterprise Community/Empowerment Zone (2001) Community Based Partnerships". A red instruction states: "To save your assessment, click the 'Next' button. To return to the edit screen, click the 'Back' button." The assessment is noted as "Adequate" with a comment: "This particular summary is well-done." Navigation buttons for "Back" and "Next" are visible. The footer contains the U.S. Department of Housing and Urban Development address and a "Back to Top" link.

- Press **FINISH** to save changes

4.3 Commenting on Governance Board Reports

- Press the Governance Board Link. The following screen appears.

Office of Community Planning and Development
EZ/EC Performance Measurement System

[Designee](#) | [Assessment](#) | [Search](#) | [Change Password](#) | [Help](#) | [Log out](#)

New Haven, Connecticut Enterprise Community/Empowerment Zone (2001)
Governance Assessment

The meetings were open to the public. The main governing body met 12 times during the year. 75 % of residents of the EZ/EC. The governing body operates with subcommittees. Subcommittee meetings are open to the public. Subcommittees met a total of 12 times during the year.

No.	Question	Answer
1.	Are the members of the governance structure representative of the diversity of the area?	<input type="radio"/> Yes <input type="radio"/> No <input type="text"/>
2.	Does the governance structure meet regularly?	<input type="radio"/> Yes <input type="radio"/> No <input type="text"/>
3.	Does the EZ/EC adequately promote meetings?	<input type="radio"/> Yes <input type="radio"/> No <input type="text"/>
4.	Is attendance of board members adequate to conduct business?	<input type="radio"/> Yes <input type="radio"/> No <input type="text"/>
5.	Are governance meetings open to the public?	<input type="radio"/> Yes <input type="radio"/> No <input type="text"/>
6.	Overall Assessment: Governance Assessment	<input type="radio"/> Adequate <input type="radio"/> Inadequate <input type="text"/>

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You are presented with six questions that can be answered by clicking on a Yes/No radio button. You have an option to write comments for each question.

- Press Yes or No for Questions 1-5.
- Press Adequate or Inadequate for Question 6.
- Enter Comments that you think are appropriate in the Narrative fields for each of the six questions.

Performance Measurement System User Guide

- Press **Next**. The following screen appears.

Office of Community Planning and Development
EZ/EC Performance Measurement System

PTO - New Haven

Designee | **Assessment** | Search | Change Password | Help | Log out

New Haven, Connecticut Enterprise Community/Empowerment Zone (2001)
Governance Assessment

The meetings were open to the public. The main governing body met 12 times during the year. 75 % of the members are residents of the EZ/EC. The governing body operates with subcommittees. Subcommittee meetings are open to the public. Subcommittees met a total of 12 times during the year.

No.	Question	Answer
1.	Are the members of the governance structure representative of the diversity of the area?	No Very diverse.
2.	Does the governance structure meet regularly?	No Once a month.
3.	Does the EZ/EC adequately promote meetings?	No Good lead time.
4.	Is attendance of board members adequate to conduct business?	No All members attend
5.	Are governance meetings open to the public?	No Public attendance is high.
6.	Overall Assessment: Governance Assessment	Inadeq Good Government Assessment.

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[Back to T](#)

- Press **Next** to save changes.

4.3.1.1 Evaluating Implementation Plan Progress

If there are Implementation Plans associated with an Annual Report, you are presented with a list from which the PTO can select. You are then presented with the Implementation Plan and can evaluate it based on the projected milestones and outputs.

Press the Implementation Plan link on the left margin. The following screen appears.

Performance Measurement System User Guide



Office of Community Planning and Development
EZ/EC Performance Measurement System

PTO - New Haven, CT

[Designee](#) | [Assessment](#) | [Search](#) | [Change Password](#) | [Help](#) | [Log out](#)

**New Haven, Connecticut Enterprise Community/Empowerment Zone
Implementation Plans**

Plan #	Title	Assessment
G2.C1.P1	Empowerment Zone Governance Structure	Inadequate
G2.C1.P2	Empower New Haven, Inc.: Administration of the New Haven's E	Adequate
G2.C1.P3	Empower New Haven, Inc. 2001-2003	Not Assessed
G2.C2.P1	EC Governance Structure and Administrative Office	Not Assessed
G2.C2.P3	Staff Empower New Haven	Not Assessed
G2.C2.P4	EZ Neighborhood Worker Project	Not Assessed
G2.C2.P5	Host and convene the Newhallville Neighborhood Summit	Not Assessed
G2.C2.P6	Enroll 8 EC residents in approved grantwriting seminars	Not Assessed
G2.C2.P8	Establish Newhallville . Com Web Site	Not Assessed
G2.C2.P9	Showcase Management Team at annual Freddie Fixer Parade	Not Assessed
G2.C2.P10	Institute the Nazarite Abdulla Afi Program	Not Assessed
G2.C2.P11	Purchase of Hill office equipment	Not Assessed
G2.C2.P12	Create Dixwell Newsletter	Not Assessed
G2.C2.P13	Upgrade technical capacity of EC neighborhood committees, co	Not Assessed
G2.C2.P14	Provide Administrative Funds for Hill EC /Neighborhood Imple	Not Assessed
G2.C2.P15	Fair Haven Outreach	Not Assessed
G2.C2.P16	Create Seed Tech Computer Lab at public library	Not Assessed
G2.C2.P17	Provide Administrative Funds for West Rock EC Outreach	Not Assessed
G3.C1.P1	The ACES Collaborative .	Not Assessed
G3.C1.P2	Create a YOUTHBUILD program to enhance employment credential	Not Assessed
G3.C1.P3	Creation of Skin & Nail Care Training Program	Not Assessed
G3.C1.P6	Establish Summer Jobs for Youth Program 1997&1998	Not Assessed
G3.C1.P7	Create a Computer Assembly Workshop Program	Not Assessed
G3.C1.P9	Establish the West Rock Neighborhood Computer Training Netwo	Not Assessed
G3.C1.P11	Culinary Arts Training Program	Not Assessed
G3.C1.P13	Establish Youth Fair Chance	Not Assessed

- Press the link for the Plan Number for the Implementation Plan that you want to assess. The following screen appears.

Performance Measurement System User Guide



Assessment

- Select Report Year
- Assessment Summary
- View Annual Report
- Executive Summary
- Governance Board
- Implementation Plans
- Overall Progress

Office of Community Planning and Development EZ/EC Performance Measurement System

PTO - New Haven, CT

[Designee](#) | [Assessment](#) | [Search](#) | [Change Password](#) | [Help](#) | [Log out](#)

New Haven, Connecticut Enterprise Community/Empowerment Zone (2001)
G2.C1.P3 Empower New Haven, Inc. 2001-2003

Plan G2.C1.P3 Empower New Haven, Inc. 2001-2003

Goal 2: Community-Based Partnership
Category 1: Governance Board
Plan 3: Empower New Haven, Inc. 2001-2003

I. Baseline

Program/Project Description: Non-profit to manage the governance of the federal empowerment zone allocation.
Baseline: Non-profit created in 1999 to manage the governance of the EmpowermentZone.
Proposed Outcome: Oversight and management of the Empowerment Zone strategic plan implementation.
HHS EZ Funds(Round I): \$0.00
HUD EZ Funds(Round II): \$1,959,066.42
Amount of HUD Round II EZ grant obligated to a subvendor by a signed contract or commitment letter: \$0.00
Non-EZ/EC Grant Funds: \$0.00
Total Budget: \$1,959,066.42
Plan Status: Active
Review Status: Approved

II. Sources of Program Funds

A. HHS EZ Funds (Round I):				\$0.00
B. HUD EZ Funds (Round II):				\$1,959,066.42
Amount of HUD Round II EZ grant obligated to a subvendor by a signed contract or commitment letter:				
				\$0.00
C. Non-EZ/EC Grant Funds:				\$0.00
Participating Entity (Non EZ/EC Grant Funds)	Private	Cash	In-Kind	Total
		\$0.00	\$0.00	\$0.00

III. Uses of Program Funds

Lead Implementing Entity	Amount
A. Empower New Haven, Inc	\$1,959,066.42
Total	\$1,959,066.42

IV. Status of Projected Milestones

Milestone(s)	Start Date	End Date	Percent Complete as of July 01,2000	Percent Complete as of June 30,2001
A. Hire a marketing and public relations director	7/1/2001	8/1/2001	0	100
B. Hire a new Program Manager	7/1/2001	9/1/2001	0	50
C. Maintain office environment for community and committee meetings	7/1/2001	12/31/2003	0	0
D. Develop concept program strategies and oversee the development of request for proposals and develop contracts for funding	7/1/2001	12/31/2003	0	0
E. Submit benchmarks and outcomes to HUD	7/1/2001	12/31/2003	0	0
F. Monitor all activities funded through the Ez funding	7/1/2001	12/31/2003	0	0
G. Market Products and Services of the EZ and other partners to the zone residents	7/1/2001	12/31/2003	0	0
H. Develop all fiscal and programatic reports required by HUD or the City of New Haven	7/1/2001	12/31/2003	0	0
I. Create partnership and opportunities of leverage for the EZ activities for economic development	7/1/2001	12/31/2003	0	0
J. Manage the governing bodies of the EZ including the Program Council and the Board of Directors	7/1/2001	12/31/2003	0	0
K. Approve funding for all EZ projects recommended by the Program Council	7/1/2001	12/31/2003	0	0
L. Maintain staffing of the Empower New Haven Office	7/1/2001	12/31/2003	0	0

V. Progress Towards Projected Outputs

Outputs	Projected	To Date
A. Governance Board		
1. Number of public meetings	128	0

Assessment: Adequate Inadequate

Comments:

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Performance Measurement System User Guide

- Make your Assessment by checking either the **Adequate** or **Inadequate** Radio Button.
- Enter Comments in the narrative field.
- Press **Next**. The following screen appears.



Office of Community Planning and Development
EZ/EC Performance Measurement System

PTO - New Haven, CT

[Designee](#) | [Assessment](#) | [Search](#) | [Change Password](#) | [Help](#) | [Log out](#)

New Haven, Connecticut Enterprise Community/Empowerment Zone (2001) G2.C1.P3 Empower New Haven, Inc. 2001-2003

To save your assessment, click the "Next" button. To return to the edit screen, click the "Back" button.

Plan G2.C1.P3 Empower New Haven, Inc. 2001-2003

Goal 2: Community-Based Partnership
Category 1: Governance Board
Plan 3: Empower New Haven, Inc. 2001-2003

I. Baseline

Program/Project: Non-profit to manage the governance of the federal empowerment zone
Description: allocation.
Baseline: Non-profit created in 1999 to manage the governance of the EmpowermentZone.
Proposed Outcome: Oversight and management of the Empowerment Zone strategic plan implementation.

HHS EZ Funds(Round I): \$0.00
HUD EZ Funds(Round II): \$1,959,066.42
Amount of HUD Round II EZ grant obligated to a subvendor by a signed contract or commitment letter: \$0.00
Non-EZ/EC Grant Funds: \$0.00
Total Budget: \$1,959,066.42
Plan Status: Active
Review Status: Approved

II. Sources of Program Funds

A. HHS EZ Funds (Round I):	\$0.00
B. HUD EZ Funds (Round II):	\$1,959,066.42
Amount of HUD Round II EZ grant obligated to a subvendor by a signed contract or commitment letter:	\$0.00
C. Non-EZ/EC Grant Funds:	\$0.00

Participating Entity (Non EZ/EC Grant Funds)	Private	Cash	In-Kind
Total		\$0.00	\$0.00

Assessment: Adequate

Comments:
Plan is well-done



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- Press **FINISH** to save changes.

4.3.1.2 Overall Progress

- Press the Overall Progress link. The following screen appears.

The screenshot shows a web application interface for the Office of Community Planning and Development. The page title is "EZ/EC Performance Measurement System" and it is for "PTO - New Haven, CT". The main heading is "Overall Progress Assessment" for the "New Haven, Connecticut Enterprise Community/Empowerment Zone (2001)".

On the left, there is a navigation menu under "Assessment" with the following items:

- Select Report Year
- Assessment Summary
- View Annual Report
- Executive Summary
- Governance Board
- Implementation Plans
- Overall Progress

The main content area contains the following fields and options:

- Name: [Text Input Field]
- Phone: [Text Input Field]
- E-Mail: [Text Input Field]
- Comment: [Text Area]
- Overall Assessment: Adequate Inadequate
- Next [Button]

At the bottom, there is contact information for the U.S. Department of Housing and Urban Development (451 7th Street S.W., Washington, DC 20410) and a "Back to Top" button.

This screen indicates that some Implementation Plans need to be assessed. But you may still enter the following data.

- Enter your Name
- Enter your Phone number
- Enter your Email
- Enter your Comments
- Make your Overall Assessment by checking either the **Adequate** or **Inadequate** Radio Button

If all of the Implementation Plans have been assessed by the PTO, the following screen appears.

Performance Measurement System User Guide

Office of Community Planning and Development
EZ/EC Performance Measurement System

PTO - Charlotte, NC

Designee | Assessment | Search | Change Password | Help | User Guide | Log out

Baltimore, Maryland Empowerment Zone (2001)
Overall Progress Assessment

Name: Bobbie J. Henderson
Phone: 410-962-2520X3097
E-Mail: bobbie_j_henderson@hud.gov
Comment: The EZ performed adequately in the preparation of this year's annual report. Except for the Business Empowerment Center plan (G3.C2.P1), no significant discrepancies were noted when comparing the contents of the report to the supporting documentation provided for verification purposes.
Spell Check

Overall Assessment: Adequate Inadequate
Make Assessment Final: No Yes
Next

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This screen indicates that the all the Implementation Plans have been assessed as either Adequate or Inadequate.

When all Implementation Plans for the Designee have been assessed as either Adequate or Inadequate, you can make the Assessment Final. Click on Yes to **Make Assessment Final**. Otherwise click on No (this will save the data entered without finalizing the assessment. Once an Assessment is finalized you may not make any changes unless HUD Headquarters returns the assessment to you.)

The following screen appears.

Performance Measurement System User Guide

Office of Community Planning and Development
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PTO - New Haven, CT

[Designee](#) | [Assessment](#) | [Search](#) | [Change Password](#) | [Help](#) | [Log out](#)

New Haven, Connecticut Enterprise Community/Empowerment Zone (2001)
Overall Progress Assessment

To save your assessment, click the "Next" button. To return to the edit screen, click the "Back" button.

Name: Sam Maxwell
Phone: 1231231231
E-Mail: laskdh
Comment: Well-done
Overall Assessment: Adequate
Make Assessment Final: No

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- Press **Finish** to save changes.

5 Search Process

You can enter search criteria that are desired. The system will produce existing Implementation Plans and Annual Reports that contain the Search Criteria. You then can display the plans.

5.1 Search

You can use the Search function from the top menu bar to access existing Implementation Plans and Annual Reports for editing or review.

- Press the Search tab. The following screen appears.

The screenshot shows the search interface of the Office of Community Planning and Development EZ/EC Performance Measurement System. The page has a red header with the system name and 'PTO - New Haven, CT'. A navigation bar includes 'Designee', 'Assessment', 'Search', 'Change Password', 'Help', and 'Log out'. The search section includes a text input field for 'Search for word or phrase:' and a 'Search' button. Below this, there are radio buttons for 'Nationwide Search' (selected) and 'Specific EZ/EC(s)'. A dropdown menu for 'Limit search to specific EZ/EC site(s):' lists various sites like 'aaa333', 'aaaaa', and 'Akron, Ohio Enterprise Community'. Another section for 'Search the following documents:' has radio buttons for 'Annual Reports for' (selected) and 'Implementation Plans', with a dropdown for the year '2003'. A final dropdown for 'Limit search to specific category of the Implementation Plan:' lists categories like 'Governance Board', 'Capacity Building', and 'Workforce Development'. The footer contains contact information for the U.S. Department of Housing and Urban Development and a 'Back to Top' button.

- Enter Word(s) or Phrase you want to search for.
- Choose the geographical area radio button.

Performance Measurement System User Guide

You can narrow your search by :

- Highlighting the specific EZ, if desired.
- Choose Annual reports by year or Implementation Plans
- Highlight Category in Implementation Plan
- Press the **Search**. The system will begin searching and displays the Annual Reports or Implementation Plans that meet the search criteria. The following screen appears.



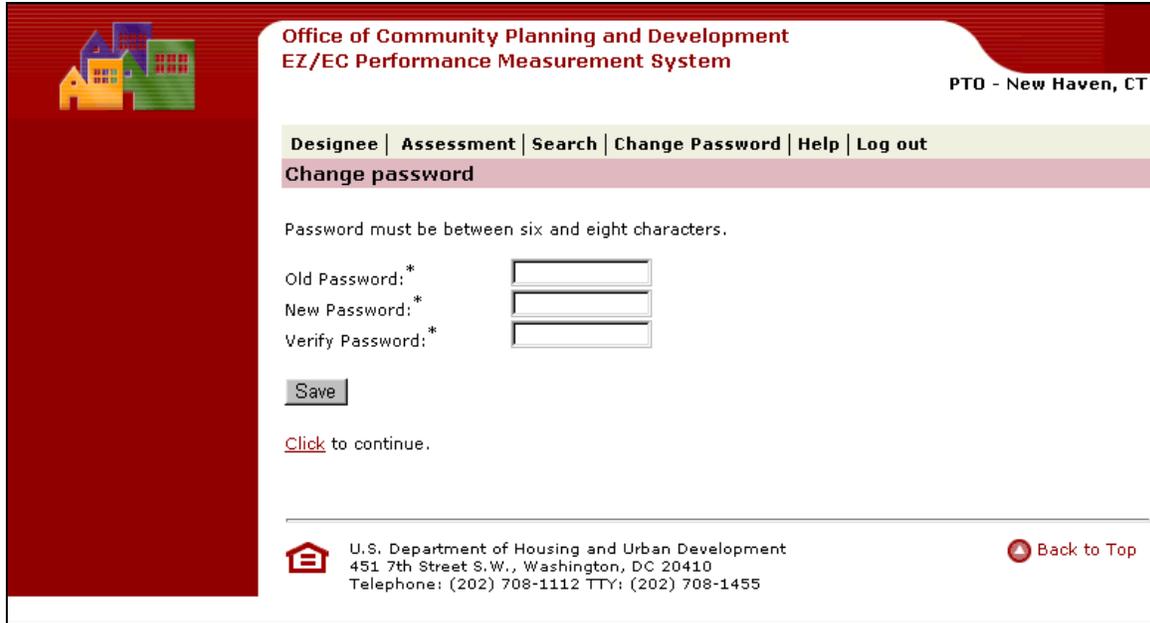
The screenshot shows the 'Office of Community Planning and Development EZ/EC Performance Measurement System' interface. It includes a navigation menu with 'Designee', 'Assessment', 'Search', 'Change Password', 'Help', and 'Log out'. The search results are displayed in a table with columns for 'Year' and 'Designee'.

Year	Designee
2001	New Haven, Connecticut Enterprise Community/Empowerment Zone
2001	St Louis, Missouri Enterprise Community
2001	Pulaski County, Arkansas Enterprise Community
2001	Baltimore, Maryland Empowerment Zone
2001	Providence, Rhode Island Enterprise Community
2001	Flint, Michigan Enterprise Community
2001	Huntington, West Virginia/Ironton, Ohio Enterprise Community/Empowerment Zone
2001	Harrisburg, Pennsylvania Enterprise Community
2001	Minneapolis, Minnesota Enterprise Community/Empowerment Zone
2001	Camden, New Jersey Empowerment Zone

- Press on the link for the Report or Plan you want to Review.

6 Change Password

- Press the Change Password tab. The following screen appears.



The screenshot shows a web application interface for the Office of Community Planning and Development. The page title is "EZ/EC Performance Measurement System" and the location is "PTO - New Haven, CT". The navigation menu includes "Designee", "Assessment", "Search", "Change Password", "Help", and "Log out". The current page is "Change password". A message states: "Password must be between six and eight characters." The form contains three input fields: "Old Password: *", "New Password: *", and "Verify Password: *". A "Save" button is located below the fields. A link "Click to continue." is present. The footer includes the U.S. Department of Housing and Urban Development contact information and a "Back to Top" button.

- Enter Old Password
- Enter New Password
- Verify New Password.
- Press Save

You have changed your password.